

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory and administrative law enforcement positions, the primary duty of which involves assisting in the daily management of activities and services of the department within a division. Employees of this class supervise law enforcement and police department personnel, the maintenance of department equipment and supplies, and the preparation and maintenance of records and reports. Police Captains perform public relations functions, as well as assist with the preparation of the budget for the department. The Police Captains work with a high degree of independence, little supervision, and report to and have work reviewed by the Assistant Police Chief. This class ranks directly below the Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises the operation of an assigned function within a division of the department and participates in procedure development to accomplish the operative aims of such assigned division. Deploys available personnel to perform functions or services in the most efficient manner. Supervises inspections in order to evaluate the effectiveness of the various services and discusses necessary improvements or corrections to the proper personnel to take the appropriate action. Oversees law enforcement activities of the department, including patrol, crowd control, traffic control and accident investigation, special tactical operations, criminal investigation and handling of juveniles. Participates in the preparation of and serves in an Incident Command System as directed. Supervises dispatchers to select and contact available units, and to transmit information such as location and nature of problem to such units.

Conducts research to be used in making management decisions and for the planning of programs and activities. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed, and recommends such changes to the appropriate authority. Reviews crime statistics and monitors local conditions of areas with anticipated need of special enforcement efforts. Keeps informed on modern law enforcement methods and administrative practices by participating in conferences, conventions, and other educational meetings, and studies relevant literature.

Supervises subordinate police department employees within a division by reviewing incoming communications and work to be done, setting work schedules, delegating assignments, monitoring work pace and progress of assignments, and altering work spaces as needed. Outlines responsibilities and duties, and sets tasks priorities for subordinates. Provides for all needs necessary for accurate completion of duties. Assists with police personnel promotions, both temporary and permanent, by recommendations based upon current eligibility lists, in accordance to civil service law. Approves leave. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and maintains discipline. Supervises formal meetings with groups of police department personnel and officers for the purpose of receiving reports, disseminating information, or discussing work problems. Assists in internal affairs review process to investigate any violations of the code of conduct for department members. Participates in a personnel recruitment and selection program as directed.

Participates in the operation of the general accounting system for the department to provide a record of any financial transactions of assigned accounts, such as money used for investigative purposes. Reviews and approves purchase requisitions, vouchers for payment, or related financial records. Authorizes expenditure of funds allocated for police department operation, making sure that such expenditures are in accordance with the budget. Assists supervisor with the preparation of the departmental operating budget by gathering information, reviewing and preparing sections for an assigned divisional budget, and preparing expenditure estimates.

Supervises the training needs, provisions and instruction for formal employee training or outside instruction as necessary. Consults with local smaller law enforcement agencies, providing needed assistance. Oversees lesson plans, training material and written examinations, including the administration of such.

Oversees the preparation and maintenance of departmental records and reports, such as log sheets of daily activities by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Develops new forms or revises old forms when necessary. Gathers, compiles and analyzes information necessary for writing narrative reports. Writes letters and memoranda in order to effectively communicate information or respond to written or oral requests. Uses the computer system to enter, update, and retrieve information needed to document law enforcement activity and to provide an accurate data base for use in solving crimes. Assists with the preparation of news releases or office departmental statements for publication as directed.

Participates in the general care, maintenance, and use of departmental equipment, vehicles, stations, and grounds. Supervises the inspection and maintenance of department equipment to insure proper operating condition. Investigates accidents

involving department equipment and personnel, determines the cause, and makes recommendations on procedure to avoid future accidents. Inspects equipment or property after repairs to see that repairs were properly accomplished. Participates in the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Oversees inventory control by ordering supplies and equipment.

Promotes a positive public image of the work of the department through the development of a community relations program including, the interaction with community members. Writes and delivers speeches and demonstrations on all related law enforcement topics as part of the community relations program. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as an official department representative at meetings and to the news media as directed, releasing information and answering questions concerning the work of the department. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Conducts tours of the department facilities.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant immediately preceding closing date for application to the board.